

# State of Kansas - Standard Titleblock

Department of Administration - OFPM-DCC

TITLE BLOCK IS 2" WIDE.

- BOX 1**      2 3/4" Vertical  
 - Font      All text 1/8" High Minimum  
 - Content    OFPM information to only be included in projects bid through the OFPM plan room
- BOX 2**      6.00" Vertical  
 - Font      Agency: 1/8" High Maximum  
               Project Title: 1/4" High Maximum  
               Address: 1/8" High Maximum  
               Building Number 1/8" High Maximum  
               Drawn By and Date: 1/8"High Maximum  
 - Content    Agency Name, Project Title, Location, Building Number, Date created and Drawn By. Project title should match the title on the Project Number / Data Form 935.
- BOX 3**      3/4" Vertical  
 - Font      Sheet Content: 1/8" High Maximum  
 - Content    Sheet Content. This title should be the same title used on the sheet index and in the title of the PDF document.
- BOX 4**      1/2" Vertical  
 - Font      OFPM Project Number: 3/16" High  
 - Content    Agency project numbers should appear elsewhere in the titleblock.
- BOX 5**      1/2" Vertical  
 - Font      Sheet Number: 3/16" High  
 - Content    Sheet number. This is unique to each drawing sheet including the cover sheets.
- BOX 6**      3/4" Vertical  
 - Font      1/8" High Maximum  
 - Content    Text should indicate the review phase and may include Design Development, 50% Review, 100% Review, Final Review Original Contract Documents or Record Documents.

BOX 1

BOX 2

BOX 3

BOX 4

BOX 5

BOX 6

Department of Administration Office of Facilities & Property Management Design, Construction & Compliance 700 Harrison, Suite 1200 Topeka, Kansas 66603 Phone 785-296-8899
PARSONS STATE HOSPITAL & TRAINING CENTER <b>SEDRIKS RENOVATION</b> 4782 STATE DRIVE, PARSONS, KANSAS 66601 BUILDING NUMBER 00000-00000 DATE:                      DRAWN BY:
DOOR AND WINDOW SCHEUDLES
A-000000
A-101
ORIGINAL CONTRACT DOCUMENTS